



## PERSONAL SERVICES CONTRACTING ACTION

1. Name (Last, First, MI.)				2. Employee Number		3. Contract Number		4. Date of Birth (mm-dd-yyyy)		
5. Sex	6. Service Comp. Dates (1-Leave, 2-Severance Pay)			7. Effective Date (mm-dd-yyyy)		8. Authority (Authorization Cable)				
9. Leave Plan <input type="checkbox"/> 1 - Local <input type="checkbox"/> 2 - U.S. Style		10. Retirement(s)				11. Annuitant <input type="checkbox"/> 1 - CS <input type="checkbox"/> 2 - FS <input type="checkbox"/> 3 - N/A		12. Tenure Code		
13a. NOAC	13b. Nature of Action							14. Citizenship <input type="checkbox"/> 1 - U.S. <input type="checkbox"/> 2 - FN		
15. From: Position Number, Series Code, and Position Title					23. To: Position Number, Series Code, and Position Title					
16. Name of Agency, Location of Employing Office					24. Name of Agency, Location of Employing Office					
17. Pay Plan	18. Grade	19. Step	20. Salary		21. Pay Basis	25. Pay Plan	26. Grade	27. Step	28. Salary	29. Pay Basis
22. Work Schedule					30. Work Schedule					
31. Duty Station										
32. Accounting Classification Codes										
a. Agency	b. Appropriation		c. Allotment		d. Organization/Location		e. Function	f. Sub-Object	g. Project Resource	
33. Remarks										
33a. SSN	33b. CPSS Number			33c. Action Control Number			33d. TCN Origin			
34. Signature of Personnel/Administrative Officer				35. Date (mm-dd-yyyy)		36. Signature of Contracting Officer			37. Date (mm-dd-yyyy)	
38. Employing Department or Agency										



Distribution (Check One)					For use by Foreign Affairs Agencies
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